

Legal Affairs
Property and Financial Affairs Management

Record of Personal Affairs

- Name:
- Present Rank:
- SSN:
- Street Address:
- City, State, Zip:

Family Records and Important Documents Location

Birth Certificates	Adoption Papers	Naturalization Papers	Marriage License	Divorce Decree, Death Certificates	POA & Guardianship Papers	Other (Soc Sec cards, shot records)

Military Personnel File Location:

Other Important Papers

- I (have) or (have not) executed a Will:
 - Copies have been given to:
- I (have) or (have not) executed a Power of Attorney:
 - Date:
 - Agent or Attorney:
 - Telephone Number:
 - Address:

Location of cancelled checks, bank books, new checks:

Savings Bonds

- Location:
- Approximate value

Annuities

- Survivor Benefit Plan (SBP)
 - Payable to:
 - Address:
 - Current amount: \$
 - Date:
- Other Annuities
 - Payable to:
 - Address:
 - Current amount: \$
 - Location of Annuity Papers:

Employer

- List your current employer and company survivor benefits
 - Employer:
 - Address:
 - Telephone:
 - Survivor Benefits:

Private Organizations – you may be a member of organizations or associations that may be helpful to your family. List these organizations and list what type of assistance your family can expect.

Association/Organization	Address	Telephone Number and POC	Comments

Funeral and Burial Arrangements

- I have given instructions regarding my funeral in:

Will:

Location:

Letter:

Location:

Other:

Location:

- I am entitled to military honors: Yes _____ No _____
- I desire military honors: Yes _____ No _____
- Military/National Cemetery Burial: Yes _____ No _____
- I want to be: Buried _____ Cremated: _____
- I own a plot or vault in the following cemetery:
 - Name:
 - Address:

Other instructions or directions:

Military Awards & Decorations: